

A PATROL REPRESENTATIVE'S CHECKLIST

The Leader and their Patrol

Every Ski Patrol really revolves around one guiding spirit who is usually the Patrol Leader (Patrol Representative). The Patrol Leader is the one who knows in their own heart why Ski Patrols are necessary and why it is worthwhile to keep their followers plugging away at a job that, although sometimes exciting and thrilling, is more often than not a dull and thankless routine. While the 'buck' stops with the PR, he/she should not attempt to do everything him/her self, especially in large patrols. To avoid becoming overloaded and burnt-out the PR should be a good delegator and put in place an organization featuring one or more Assistant Patrol Representatives (APR's) and staff who are responsible for key elements of the patrol, such as Administration, Operations, Proficiency, etc.

Leadership development within the patrol is a key responsibility of the PR role. The PR and his/her staff should continuously identify and assess the interests and abilities of the members to become future leaders within the patrol and higher levels within the NSP. The PR should identify patrollers expressing the interest and/or desire to move into leadership roles beyond the patrol to the Section Chief and/or Region Director.

A PR is responsible for overseeing the education credentialing and continuing education (refreshers), of each member of the registration unit, as well as the operation of the registration unit in accordance with the NSP's Federal Charter¹, Bylaws², Articles of Incorporation³ and Policies and Procedures, which includes the Joint Statement Of Understanding between the NSP and NSAA, which makes it clear that the area's patrol director/leader (PR) is responsible for the operations of the patrol in carrying out the day to day activities of the patrol at the area on behalf of the area. As such, the PR must be familiar with all these governing documents, as well as all Division, Region and area patrol's bylaws and policies and procedures⁴ [. Compliance with the above documentation is mandatory, not optional.

The PR has the responsibility of the day-to-day contact of the organization with the skiing public and the ski industry through Area Management. The PR is the interface between the local Ski Patrol and the National organization. The credibility of the NSP rises and falls with the performance of the PR. The PR supports and fosters the NSP mission statement. The requirements for PR selection are documented in the NSP Policies & Procedures (P&P) which can be found on the Member Services page of the NSP web site <http://www.nsp.org> section 6.4.3.

THE PATROL IS THE AREA'S PATROL, NOT THE NSP'S PATROL OR SOME INDEPENDENT ENTITY.

It is the absolute prerogative of Area Management to approve a PR. The area manager may refuse to accept an individual as the PR, may remove a PR without recourse, and may appoint a PR of his or her choosing; either a volunteer or professional ski patroller. In light of these requirements, any slate of possible PR's should be screened by the area manager.

7.1.1 Authority

A. The Joint Statement of Understanding between the National Ski Patrol and the National Ski Areas Association (NSAA) defines the relationship between ski area management and its NSP registration

¹ NSP P&P, pp. 23-24

² NSP Bylaws, pp. 5-19

³ NSP Articles of Incorporation, pp. 20-22

⁴ See Division, Region and Registration Unit web sites for these documents

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units.⁵

B. Ski area management or public lands administrators have the final decision on how many Patrollers the area will have, which Patrollers can work or volunteer at their area, and what these Patrollers' responsibilities will be. NSP provides the ski and outdoor recreation community with education programs for individuals who may wish to obtain the skills and credentials required for patrolling positions at ski areas on public lands, or other outdoor recreation facilities.

C. The PR has discretion to refuse to re-register at that local area with that registration unit, any NSP member.

D. It is the position of the NSP that the provisions of the NSAA-NSP Joint Statement are fully applicable to the relationship between NSP and NSP members. This also applies to any ski area (whether an NSAA member area or not) that authorizes the operations of an NSP patrol. NSP posts a copy of the Joint Statement, and this position in the Policy and Procedures Manual as well as on the member news page of the NSP website.

E. Any NSP Patroller or group of Patrollers performing ski patrol services at a ski area in the United States is subject to the following:⁶

1. A patrol, once established at a given ski area, is under the supervision and control of the ski area management and must abide by the policies and procedures established by that ski area's management. It is specifically agreed and understood that NSP does not control the patrol activities of patrollers while they are patrolling at their respective ski areas.

2. The NSP PR of any Patrol shall, if required by area management, certify that all NSP Patrollers at that ski area have completed the training and educational requirements established by the National Ski Patrol and have met all Outdoor Emergency Care (OEC) requirements.

3. Management at a ski area shall, at all times, have the right to approve the selection of the NSP PR, and that representative shall be the agent of the management. Management shall likewise have the right to dismiss the NSP PR or any Patroller at any time. If requested by area management, the NSP shall confirm management's decision in this regard.

4. NSP and NSAA recognize the importance of educating lift evacuation participants as to appropriate lift evacuation techniques adopted by the ski area. The establishment of policies and procedures for lift evacuation, lift evacuation training, and the selection of equipment to be used in conjunction with such evacuation or training is the sole responsibility of ski area management. Patrollers will participate in lift evacuation and lift evacuation training only as directed by ski area management..

5. Both the NSP and NSAA agree that incident investigation and documentation is an important element of patrol activity. To that end, ski area management is responsible for establishing any procedure for compilation, retention, authorized disclosure of and controlled access to information and documentation relating to any incident. As such, no Patroller shall make any statement regarding any incident to anyone, other than as required by law, without prior authority from ski area management. All inquiries concerning patrol activities or accidents shall

⁵ NSP P&P, Section 2.1.9, National Ski Areas Association

⁶ NSP P&P, Section 2.1.9. C

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be referred to area management or its appointed representative.

6. It is recognized that ski area management ultimately supervises and controls patrolling activities of individual NSP members and NSP Patrols at each ski area. As such, it is understood, and it may be asserted, that the ski area bears legal responsibility for patrolling activities that fall within the scope of duties of the Patroller. It is also understood and agreed that NSP provides educational training to individual patrollers in the classroom and on the slopes, including, but not limited to, toboggan handling training, OEC certification and annual refreshers.⁷

⁷ NSP P&P, Section 2.1.9. D

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General Duties and Responsibilities:

Registration⁸

Preparing and submitting registration of the patrollers is an important part of the PR's responsibilities. The NSP has created an electronic registration process a link to which can be found in the Member Services section on the NSP web site <http://www.nsp.org>.

The PR should encourage the patrollers in their unit to periodically sign on to the NSP web site <http://www.nsp.org> to make sure their data is correct on the NSP web for multiple reasons:

- So that they will get their OEC Refresher Guide before the OEC refresher in the fall.
- Members can use the feature to send emails to their entire patrol so that they don't have to maintain a separate email list
- So that they can be updated on courses that the NSP offers.
- So that they can receive email communications from the NSP, such as the National Chairman's news letter, *THE FINAL SWEEP*
- As the internet is used more and more to transfer data and communication it will become more important to the individual patroller to stay current with information from the NSP.

NSP members dropped from the local NSP registration unit retain membership in the national organization through the rest of the membership year. If an individual loses membership in the local NSP registration unit, the PR must notify the Section Chief and Region Director of this action as soon as possible.

Overview of the Central Division Membership Registration Instructions:

The Membership Registration Instructions⁹ for 2011-12 are the following:

1. Complete the "*Central Division Dues Payment Authorization Form*" and return to Division Registration coordinator.
2. Complete your Patrol's Membership Registration via the NSP Website.
 - a. Specific Membership Registration Instructions can be found on the NSP Web Site.
 - b. Remember that when you have your 'Yes/No Roster' pulled up you can click on the *Edit* button for any patroller and make changes in the profile and their classification.

Note: Make sure the funds are available in your account, for the combined dues amounts for National, Division, and Region listed on the Calculate Dues Page before you click '*Submit*' of your Membership Registration to National.

3. Print out the Calculate Dues Page for your records.
4. Send Division Registration coordinator an e-mail informing them if any of your Lifetime Members

⁸ See PR's Planning Calendar for dates of key activities

⁹ These may change from year-to-year. See NSP P&P, Section 8 of for current procedures. The following is an example for illustrative purposes

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are also 50+ year patrollers because they are not required to pay Division and Region Dues.

5. If there are any dues not part of the database calculations, Division Registration coordinator will generate an email to you to address.

Maintaining the qualifications of their Patrol

Maintaining the qualifications of their roster of ski patrollers is another important part of the PRs responsibilities. The PR must assure that each patroller attends a properly constituted annual OEC refresher, an on-the-hill (toboggan) refresher, CPR skill demonstration and any local refreshers that are required by area management. Successful completion of the OEC refresher is an NSP registration requirement, and the PR must attest that each member of his or her patrol has met that requirement.

Operating procedures

Establish operating rules, procedures, practices and policies, in accordance with the NSP requirements and the desires of area management, by which the patrol can be efficiently administered. For volunteer patrols a set of by-laws describing how the patrol is to be administered will do much to ensure a smoothly running organization. In addition, the patrol should have a set of written procedures which describe the rules and regulations of the day-to-day operations. Any patrol by-laws and procedures should be reviewed with and receive approval of area management (examples of patrol by-laws can be provided).

Each member should be provided with and acknowledge receipt of a copy of the by-laws and procedures. Any changes made during the season should be made available to the members.

Ski Safety¹⁰

Promote ski/ride safety at the area by working with Area Management. Area Management may have their own ideas on what ski safety programs at the area are to be conducted. The NSP works with the ski industry to promote safe skiing. A number of useful programs are made available to the patrols from the NSP office.

An example of how a patrol can work with area management to promote ski/ride safety is to have patrollers visit schools that will be participating in the area's school programs and discuss the safety aspects of skiing/riding.

Information to the patroller

It is the PR's responsibility to share relevant information, such as important NSP news and highlights, highlights of Division and Region Meetings, organization changes, award winners, etc., in a timely manner with patrol members. The PR needs to understand the information and to assure that members understand it as well. If there are changes to be made or suggestions, it is the PR's responsibility to communicate those concerns through the proper channels in a timely manner.

Record keeping

It is the PR's responsibility work with Area Management to agree who will retain what key patrol records, such as but not limited to incident reports, OEC classes and refresher records, on the hill class or refresher records, any other local required refreshers, board meeting minutes, and duty shift reports. Area Management may request other day-to-day or annual reports from the patrol. However, it is not necessary to provide financial information beyond that which is reported upwards to the NSP.

¹⁰ Useful literature is the Smartstyle Program.

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NSAA and NSP

The PR must work within the joint understanding of the NSAA and NSP as set forth above. The complete joint understanding can be found on the Member page of the NSP web site (<https://www.nsp.org/members/>). Click on P&P/Guiding Docs in the Quick Links column.

Awards

The patroller who works hard and provides a service the skiing public deserves to be acknowledged for that service. Rewarding patrollers for outstanding service and dedication to the patrol and/or area is best way to acknowledge their accomplishments, to build rapport within the Patrol and to retain members. The PR should appoint a local awards advisor who will work with the patrol's leadership team to identify and write-up potential recipients on an annual basis. The awards advisor should work closely with the Region Awards Advisor in order to stay up to date with the latest awards as well as the rules for submitting outstanding awards for consideration at Region, Division and NSP levels. The PR is also responsible to make sure awards within the NSP system are processed in a timely manner.

Patrol Calendar¹¹

The PR should establish a calendar of events and activities that must be accomplished by him or herself and members of the patrol. That calendar should be organized using the NSP fiscal year of July 1 through the following June 30. The following is presented as the highlights to aid in understanding. You may modify them to suit the beginning and end of the skiing season at your area. Activities are listed in the month when they should be completed. However, items such as OEC candidate classes, patrol elections, P&P review, attend Region meetings, PD retreats, etc., may be held at other times depending upon Region practice.

July/August

Begin planning for the annual OEC refresher, CPR skill demonstration, and any local area requirements. It is the PR's responsibility to ascertain that plans are being made for the refresher. Don't rely on past experience.

A. Candidates who complete the OEC course before May 31 must attend an OEC refresher before re-registering for the next season.¹²

B. All Candidates who did not complete their training in the first year and are re-registering as Candidates must attend the annual OEC refresher and the NSP patrol's on-the-hill/trail refresher.¹³

Develop a plan for the upcoming season. Are there any patrol officer/ advisor positions needing to be filled?

Review all policies and procedures for effectiveness and needed changes, particularly procedures for on-the-hill operations, patrol room operations, and lift evacuations. Notify all patrol members of the dates for refreshers and other important dates/deadlines for the upcoming season (e.g. Board Meetings, Advisor meetings).

Work with OEC Advisor/Instructor of Record (IOR) to plan an OEC course for potential candidates. At a

¹¹ See the Appendix for an example of a patrol calendar of events and activities

¹² NSP P&P, Section 7.4.7.A Continuing Education (Refresher)

¹³ NSP P&P, Section 7.4.7.B Continuing Education (Refresher)

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minimum the plan should include the places, dates, times and course content. The PR should assure that the IOR registers the course and communicates the dates with the Region OEC Administrator for IT coverage. Contact Area Management to confirm refresher dates, OEC candidate class location (if planned to be held at the area), patroller training and test dates, awards banquet dates, etc. Set up a meeting to discuss and review area requirements and to have an area management representative speak to the patrol at the either the annual OEC refresher or other general meeting of the patrol.

Attend events such as a PD Retreat as necessary.

Encourage outstanding award winners and first runners up to attend Fall Division Awards banquet to receive their awards.

Begin planning and preparation for selection of nominees and election of the new PR or other officers, if there is to be a change.

If the area is a member of the Midwest Ski Area Association (MSAA), discuss with the area manager about attending the MSAA meetings with the management staff. This will allow a better working relationship with area management, increase the PR knowledge of the operation challenges that the area manager has to deal with and over all knowledge of how your patrol can help with the operation of the area.

September/October

Complete the OEC Refresher and CPR Refresher planning. Start the dues collection and duty scheduling processes and ask patrollers to update their information on the NSP web site <http://www.nsp.org>.

Conduct the election meeting of the patrol as required. Upon completion of the elections meet with future officers to pass on records. Notify the section and region of a change in the PR or confirm re-election. If there is a change in PR send in a change of officer form to the division.

Identify candidates for Senior and/or Certified training and testing and make sure that they are taking appropriate preseason preparatory classes and electives. Assign a senior lead trainer to take an overall lead in preparing senior candidates, also make sure that all senior candidates know they need to have mentor. Senior candidate applications are due to the Region Senior Administrator by December 15. Potential Certified candidates should be made known to any Certified patroller or to the Region Certified Advisor as soon as they are identified.

Identify candidates for National Appointments and/or Distinguished Service appointments and begin to collect information for the nominee write-up.

Attend Region and Division fall meetings. These meetings are most important to inform PRs about new requirements or changes in policies which are their responsibility to administer. Network with other PRs; learn about the programs that are offered and the awards process.

Meet with area manager to make sure all preseason coordination is complete

Hold Fall OEC and CPR refreshers and other local area requirements and submit course completion records to the NSP as required. When the OEC course is complete, ensure the IOR submits completion records to the NSP. If a patroller can't make your refreshers, help them find other refreshers and inform them of the documents you require in order to maintain your patrol's records.

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Hold meeting with Hill Captains/Slope Leaders to inform them of any area and/or patrol duty requirements for the upcoming season.

November

As soon as you receive notification that the NSP registration site is available, submit patroller registrations to the Division Registration coordinator. The registration dead line is December 1st and there is a \$10.00 per person late fee. Do not hold registration for one or two individuals. Send individual registration in at a later time, as soon as they are available.

Close on the duty roster and schedule for the patrol. Publish the membership roster and duty schedule.

Register the Toboggan refresher and Patroller 101 class within the NSP system.

Schedule regular meetings/contacts with Area Management for the upcoming season to receive/make reports on area/patrol operations.

Make sure that the patrol room, treatment room, treatment supplies, radios, trauma packs, etc. are prepared for the coming season.

Organize the staff and content to be refreshed and conduct on-the-hill refreshers.

Once all refreshers are complete, identify and communicate to those who need to know, any patrollers who are ineligible to patrol.

Forward any National Appointment and/or DSA nominations to Section Chief.

Begin any preseason Candidate training.

December

When the area opens, begin candidate training and conduct on-the-hill refreshers. Begin on-the-hill training for Senior Candidates.

Submit on-the-hill refresher completion records to the NSP.

Select patrollers to nominate for awards and begin collecting information for preparation of the nominations.

Recommend S&T trainers to attend Division ski/ride trainers workshops and support them as well as those who must attend in order to re-certify their Region examiner status.

January/February

Monitor candidate training operations. The PR is the person who signs off that a candidate can safely operate as a patroller for your area. The PR and area manager should discuss the requirements and level of training required to be a patroller at their area. For example, if your basic patroller needs to be able to run a toboggan in the moguls due to hill protocol, the exam needs to also have that and candidates need that level of training to be successful.

Schedule the date(s) for the candidate on-the-hill exam(s).

Host region/division training/testing events scheduled for your area. Plan to travel to other areas in the Region where other region/division training/testing events will be held to support your candidates.

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In conjunction with the Region Awards Advisor identify all patrollers eligible for service awards (those completing 5, 10, 15, 20, etc., years of service). Note: It is the responsibility of the PR to determine who is eligible for service awards; it is not done by the national office. Submit names and data to the Region Awards Advisor.

Monitor all patrol operations to assure that the patrol is fulfilling its obligation to the area.

Monitor patrollers' skills and attendance. Contact those patrollers who don't appear to be meeting their obligations.

Continue meetings with area management. Visit every shift at least once to keep communications active.

Complete award nominations at all appropriate levels. Submit nominees for Region awards to the Region Awards Advisor in accordance with the established deadline.

March/April/May

Make sure all course completion records are submitted to the NSP and all courses are closed.

Prepare a year-end report. The report is to describe operational and administrative events and actions during the previous season, such as number of days of operation, number of patrollers, total and average patrolled hours, number of reported incidents, any unique occurrences, etc.

Attend Region Spring meeting and Awards Banquet. These meetings are most important to inform PRs about new requirements or changes in policies which are their responsibility to administer. It is also a chance to network with other PRs; learn about the programs that are offered and the awards process.

Assure that all area-owned equipment is accounted for and in proper repair, document all equipment that should be taken out of service to the area management. Close up the patrol room and treatment area for the season. Inventory treatment supplies for ordering next season.

June

Notify the Region Director and Section Chief of any PR changes and submit the necessary change of office forms to the NSP so that the next season's registration forms can be processed correctly.

Process all patrol funds requests so that the patrol financial books are closed for the fiscal year. Submit the patrol end of the year financial report to the Section Chief by July 15th.

Relations with Area Management

Of the several critical tasks facing a PR, maintaining a positive relationship with the Area Manager is one of the most important tasks. Whether volunteer or professional, Ski Patrols serve at the pleasure of the area operator, and the area manager can dismiss an individual patroller, the patrol representative or the entire patrol for any reason, real or perceived. Remember, whether professional or volunteer, the patrol and patrollers are seen by the skiing public as area employees (even though volunteers are not legally employed by the area, but are agents) and their actions reflect on the area. Therefore, patrollers must conduct themselves in a manner that is a credit to the ski area. They should never criticize area management policies or practices to a customer or within the hearing of a customer.

Management guidelines are necessary to assure that a patrol and its members do their job in the manner

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desired by management. Patrol Bylaws and P&Ps are really the Area's Bylaws and P&Ps and should be reviewed with and approved by the Area Management. Patrol members must work in concert with management, realizing at all times that the ski area and all that occurs at the area is responsibility of the area manager. The PR should have regular meetings with the area manager to maintain an open line of communications; to discuss problems, real or perceived; and, most importantly, to maintain a viable working relationship.

Each patroller's attitude does a lot to establish and maintain a good relationship between the patrol and area management. Patrollers must not feel they are a ski club that uses the area and incidentally provide treatment and rescue for the area customers. The goal of each patroller should be to become a valuable part of the ski area team, providing treatment and rescue services while promoting the ski area. Patrollers should never allow the area manager to see the local patrol and its members as a burden to the area.

Dismissal or Refusal to Re-register a patroller.

Because it is the Area's patrol, it is highly recommended that any dismissal of or refusal to re-register a patroller be so directed by the Area Management. There is no right under the NSP Bylaws or P&Ps for a patroller to appeal within the NSP system a dismissal from or refusal to re-register with that Area patrol which is initiated by the Area Management.

Region-specific Items

Creating instructors is another important job of the PR. To communicate this better with the Region Administrators that can help you with this process, you should update the following form yearly and send it to the current OEC and Transportation Administrator. This administrator will contact the candidate instructors and mentors to help the process along. Letting the Region know of your instructors-in-training allows the specific Administrators to help you create OEC, Toboggan and other discipline instructors.

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Patrol _____

Mentees Name	Mentees Phone Number	Mentees NSP #	Date Completed Instructor Development (ID)	Discipline	Mentor Name	Mentor Phone Number

Senior Program

Supporting the senior program helps you as the PR. The Senior classification focuses on the leadership skills. This helps you as a PR by allowing you to have more patrollers to assign to leadership roles within the patrol.

The goal of the Senior Program is to encourage all patrollers to improve their ski patrol knowledge and skills through a program of continuing education and evaluation. Through the Senior Program, patrollers should develop increased ability and confidence and, in turn, provide better service to the skiing public. The Senior Program provides an outlet for the patroller who seeks personal achievement through definable goals.

NSP's Senior Program is tailor-made for members who aspire to perform at the upper levels of skiing/snow-boarding, emergency care proficiency, and other skills used while patrolling. The Senior Program is designed to provide a forum in which patrollers can enhance personal skiing/snow-boarding and toboggan-handling proficiency, improve their ability to manage OEC-related problems, and expand their overall patrolling knowledge and skills. In addition, the program prepares patrollers for leadership roles within the NSP.

Senior candidates should keep a record of their progress through the program using the following form. Once they have completed all of the requirements of the program and have achieved Senior status, the PR should sign the form and submit it to the National Office.

NSP Education Program

ACTIVITY RECORD

SENIOR CORE AND ELECTIVE COMPONENTS

This form is to be maintained by the applicant and submitted to the patrol representative upon completion

Senior Candidate Name:	
NSP ID #	Email Address
Patrol	

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Division
Senior Program Application Date

Senior Alpine
 Senior Nordic
 Senior Patroller

VERIFICATION OF COMPLETION

Senior Component	Instructor	Completion Date
Senior Emergency Management		
Senior Alpine Skiing		
Senior Alpine Toboggan		
Senior Nordic Skiing		
Senior Nordic Toboggan		
Aid room module (Sr. Aux.)		
Elective 1		
Elective 2		
Elective 3		

FINAL CERTIFICATION

I certify that the above candidate has completed all senior program requirements.

Date:

Patrol Representative (Signature)

Patrol Representative or Region Senior Coordinator on completion, please submit to:

National Ski Patrol 133 S. Van Gordon St. Lakewood, CO 80228

For more information about the Senior Program refer to the [Senior Program Manual](#) including the Senior Alpine Candidate Skills sign-off form in Appendix I.

Certified Program

Certified is a national skills development and verification program¹⁵ that provides a readily identifiable resource of highly motivated, skilled, and knowledgeable patrollers to better serve NSP, ski area management and the

¹⁵ NSP P&P, Section 17.4

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outdoor recreation community. Certified is an NSP individual skills development program that is administered at the Region and Division levels. As a candidate you will be 100% responsible for your own training, development, and maturing as a patroller. It's up to you to seek out Certified staff, training events and programs that parallel your learning goals, to help guide you in your on-going development as a patroller as your journey toward Certified. The PR can help by encouraging and providing support to those who may be interested in attaining Certified status once they have attained Senior status.

Patroller Transfers

When you get a request for a transfer, you should ask for a letter of recommendation from the patroller's former PR. You should interview the person and make sure you understand why the request has been made. You should also do due diligence that you understand situation.

Injured Patrollers

As the PR you will get requests from people that have medical conditions affecting their ability to perform their duties as a patroller either at the start of the season or during the season.

At the start of the season they still need to complete the current year's OEC refresher cycle. If this can't be completed during the normal refresher cycle, you and your staff will need to determine how to cover the information from the Refresher. An option that you have as a PR is to set up a refresher for one. However, since this could be difficult to arrange due to the number of OEC Instructors needed, you should first encourage the patroller to attend a refresher at another patrol. If they fail to complete the OEC refresher, you would then submit them as inactive status when you register them with the National office with the current dues payment. All other refreshers are not required. If they cannot complete the refresher before January 1 of the current season they will be on the delinquent OEC list and you will be notified of this status.

They cannot patrol until they are removed from the delinquent list and complete all of the required refreshers that they have missed (CPR, Chair evacuation, Ski and Toboggan).

If the medical condition happens during the season that will not allow them to perform to the level required you have two options:

Option 1: Can they perform in the Aid room only? If they can, you need to send in a change of status to the National office and change the status to "Patroller" (formerly "Auxiliary"), and they would be scheduled to work in the Aid Room.

Option 2: If they can't perform as a Patroller (aid room only) then you will need to send in a change of status to the National office and change the status to Inactive. Inactive patrollers cannot patrol (i.e. wear their patrol jacket) until they have completed all of the required refreshers that they have missed (CPR, Chair evacuation, Ski and Toboggan).

Lift Evacuation Program¹⁶

A. Responsibility

1. Ski area management is solely responsible for all aspects of lift operation, maintenance, training,

¹⁶ NSP P&P, Section 2.2.4

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evacuation, and evacuation training in accordance with applicable laws and standards.¹⁷

2. Patrollers, paid and volunteer, participate in lift operations, evacuations, and training only at the direction of area management.

3. The design, approval, and implementation of all lift evacuation plans are the responsibility of ski area management.

4. The specification, procurement, and maintenance of evacuation equipment are the responsibility of area management.

B. Duties

1. Ski area management designates individuals to carry out its duties and functions as defined in the emergency or lift evacuation plan, and designates other individuals or departments to carry out specific functions and tasks.

2. Ski patrols and Patrollers carry out functions and tasks as directed by area management and the emergency or evacuation plan.

C. Training

1. Lift evacuation training is conducted at the direction of ski area management and in a manner consistent with the lift evacuation plans.

2. Lift evacuation training should provide the opportunity for each patroller or other individuals to review all aspects of the evacuation plan, including their specific role and duties, and for each individual to review and practice specific techniques and skills to be used in any actual evacuation.

D. Self Evacuation NSP does not support or provide training or technical materials for self evacuation from aerial lifts.

Uniforms:

7.1.4 Uniform¹⁸

A. The dress code for NSP members is subject to the requirements of area management. NSP members should wear the area-approved uniform when on duty.

B. Members may not wear the official NSP uniform where alcoholic beverages are served unless responding to an accident.

C. When area management requires its employees and volunteers to wear a specific uniform, this requirement supersedes the NSP uniform specifications.

¹⁷ NSP P&P, Section 2.1.9.D, Joint Statement of Understanding between the National Ski Patrol and the National Ski Areas Association (Revised December 2008).

¹⁸ NSP P&P, Section 7.1.4

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D. If management selects the NSP official uniform, the rules regarding this uniform prevail.

E. All members should present a neat and uniform appearance to the public and area management while on duty. Skis, snowboards, boots, poles, and bindings should meet current DIN standard, be well maintained, and in good condition.

Guidelines for Appropriate Use of Patrol Funds²¹

One of the responsibilities we have as representatives of the National Ski Patrol Central Division is to ensure that funds are used appropriately. The Charter granted to the NSP by Congress demands compliance with 501(c)(3) rules. Expenditures also must be consistent with liability guidelines and insurance coverage issues. With this in mind, the NSP Central Division Board of Directors has offered guidelines as to how patrol funds may be spent.

Expenditures that support the training and education of its members and the community are acceptable distribution of funds.

Examples of **appropriate** expenditures:

- Purchase OEC manuals for the NSP member
- Pay for the NSP member to attend a Ski Enhancement Seminar
- Purchase materials for a ski safety course to be held for the skiing public
- Payment for room rental for meetings for the patrol
- Purchase of a Power Point projector for running training classes

Examples of **inappropriate** expenditures:

- Purchase of a snowmobile/machine to transport injured guests or perform other area related functions
- Purchase of an examination table or other medical equipment for the patrol room
- Purchase of a groomer for the ski area

Examples of **questionable** expenditures that must be reviewed on a case by case basis because of either tax or liability issues:

- Purchase of a toboggan – If the toboggan is a training only toboggan then the expenditure is appropriate; if it is to be used to transport injured guests then it is an inappropriate use of funds.
- Purchase of aid room supplies – If the supplies are used for training (ie: refreshers, OEC courses) then the expenditure is appropriate; if it is used to stock the working aid room for the season, then the expenditure is not appropriate.
- Purchase of an AED - If it is a TRAINING AED then the expenditure is appropriate; if it is an operable AED then the expenditure is inappropriate.

If you have any questions, please contact your Region Director, Region Legal Advisor or Region Treasurer who will consult with the Division Legal Advisor or the Division Treasurer. Please recognize that failure to comply with IRS rules or insurance guidelines may expose you and the area and jeopardize your 501(c)(3) status.

²¹ Kevin McQuillan Memo, 3/31/2007

A PATROL REPRESENTATIVE'S CHECKLIST

Appendix



PD Planning
Calendar.pdf